Case 1:03-cv-00014

The Law Offices ...

Joseph Aldan Arriola Attorney at Law

PMB 678 PPP, Box 10000 Saipan, MP 96950-8900 Phone: (670) 233-5501/02

(670) 233-5503

Edward C. Arriola - Of Counsel

Document 119-13

Page 1 of 18

E-mail: jurists@usa.net

July 9, 2001

Jack Sablan, President Northern Marianas College P.O. Box 501250 Saipan, MP 96950

Lease Agreement with PRA / Failure to Institute PRA Instructional Program.

Filed 12/21/2005

Dear Mr. Sablan,

I have been retained by Pacific Rim Academy, Inc. (PRA) to address the above matter. As I understand it, the Northern Marianas College (NMC) and the Board of Regents (BOR) entered into a lease agreement with my client, PRA, whereby PRA would occupy a certain space at the college for instructional purposes. Material to the lease agreement was the mutual understanding between the parties that Film and Video Production courses would be offered at the NMC. It is further my understanding that my client was led to believe that the PRA program would be included as part of the NMC's class schedule. Relying to their detriment, my client invested well over \$150,000.00 for the purchase of audio and visual equipments, and the setting up of a classroom specifically designed for Film and Video Production instructions.

To date, the NMC has not lived up to its promise to institute a PRA program. As a consequence, my client is presently considering various legal options to make PRA whole again. However, in the spirit of compromise, PRA invites the College to make a proposed resolution to this matter. If we do not hear from the NMC by July 16, 2001, PRA will exercise its legal options in resolving the above matter.

Thank you for your attention and prompt response to this matter.

Attorney at Law

cc:

Pacific Rim Academy, Inc.





## Northern Marianas College Office of the President

P.O. Box 501250, Saipan, MP 96950 World Wide Web Site: www.nmcnet.edu Phone: (670) 234-5498/99 Fax: (670) 234-1270

October 11, 2001

Mr. Leonard (Butch) G. Wolf, Jr. President
Pacific Rim Academy

Dear Mr. Wolf:

The purpose of this letter is to document my meeting with Pacific Rim Academy representatives on Tuesday morning, October 2, 2001 in the Board of Regents Conference Room at Northern Marianas College. Pacific Rim was represented at the meeting by you, Les Wolf, and Michael Black. In addition to me, the director of our Technical/Trades program, Dr. Jack Angello, represented Northern Marianas College. Ivan Propst was also present at the meeting to gain information needed for compiling a summary of the session.

As stated at the meeting, activities will begin immediately in pursuit of our mutually established and agree upon goal, which is to begin offering courses in Spring 2002 in an NMC-approved and supported Audio/Video Production program. The program will be carried for one year on a pilot basis, with a formative assessment to be conducted near the end of that period in order to determine whether the program should continue. An attachment lays out a proposed schedule of activities, a timeline, and responsibility assignments for accomplishing the intended goal as stated above. Please review this draft and provide me with comments regarding any modification you may want to propose by Monday, October 15.

In addition to the schedule of activities, I am attaching a copy of the proposed lease agreement which I would like you also to review, along with your legal counsel, and provide me with comments regarding its acceptability as soon as practical.

As you are well aware, there is a great deal of excitement at the College and in the community about this program and considerable effort will be made to see that it does succeed. Our expectation is that this program, offered and marketed in conjunction with our English Language Institute, will prove to be an attraction to international students, particularly from Japan and other countries in this region.

oaquin M. Sablan, Jr.

President

ours truly

A Land Grant Institution accredited by the Accrediting Commission for Community and and by the Senior Commission for Colleges and Universities of the Western Association of S





#### NORTHERN MARIANAS COLLEGE

P.O. Box 501250, Saipan, MP 96950 World Wide Web Site: www.nmcnet.edu Telephone: (670) 234-3690 • Fax: (670) 234-0759

March 18, 2002

#### HAND DELIVERED

The Honorable Stanley Torres Representative Chairman for Ways & Means Northern Marianas Commonwealth Legislature Saipan, MP 96950

NMC Vocational & Technical Institute

Dear Congressman Torres:

As we earlier discussed and per your request for me to submit the following attached documents:

- Draft "Resolution" for the NMC Vocational & Technical 1. Institute.
- A description of the proposed vocational & technical 2. training to be offered at NMC, including budget request.

Please call my office at 234-3690 (ext. 1800) for any further information.

Sincerely,

Dr. Jack Angello

Director of Vocational/Technical Education

# **HOUSE OF REPRESENTATIVES**

RESOLUTION NO	
	DRAFT

#### A HOUSE RESOLUTION

Requesting that the Northern Marianas College and its Board of Regents acknowledge and implement the mandate of Public Law 9-53, Section 4., Part (2) "...To establish a vocational, occupational and technical training center and professional development institute (hereinafter referred to as "institute) within the Northern Marianas College."

WHEREAS, the UNDERSIGNED REPRESENTATIVES have identified the overwhelming need for a Vocational and Technical Institute for the CNMI island residents; and

WHEREAS, the Northern Marianas College (NMC) has been given the task to provide this training through the mandates of the CNMI Constitution and Public Law 9-53, i.e., "The Higher Education Act of 1995;" and

WHEREAS, the UNDERSIGNED REPRESENTATIVES are in full support of this concept of modern training for all CNMI residents, which is mandated via the college vocational institute and its working affiliation (2+2 Program) with the Public School System; and

WHEREAS, the NMC Vocational & Technical Institute will cater to off-island students and form cooperative business arrangements in order to foster and stimulate the CNMI business community; and

WHEREAS, the NMC Vocational & Technical Institute, which will be administered by a Director of Vocational & Technical Education, report to the Board of Regents through the NMC President, and will have a separate budget derived from and not less than 25% of the fees collected from the stipulations of P.L. 5-32, as amended by P.L. 10-66; and

WHEREAS, the Vocational & Technical Institute will submit an annual report to the legislature, detailing the fiscal year's activities; and

THEREFORE, be it resolved that the UNDERSIGNED REPRESENTATIVES urgently requests that the CNMI Board of Regents adhere to the CNMI Constitution and adopt the mandate of Public Law 9-53, which officially legislates the implementation of the NMC Vocational & Technical Institute. The NMC Vocational & Technical Institute shall be organized within sixty days receipt of this resolution.

	_	
DATE	_ •	
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#### **SIGNATORIES**

# NMC VOCATIONAL TECHNICAL INSTITUTE SAIPAN CAMPUS--ROTA CAMPUS--TINIAN CAMPUS

#### INTRODUCTION

There is no question that the CNMI faces a very challenging future, which demands that we take action NOW. The key to our economic growth and stability lies with our island leaders, and how they will legislate meaningful and appropriate laws to encourage business opportunities that will include the employment and ownership of such businesses by CNMI residents. In view of this future strategy, it is of utmost need that the island residents be afforded state-of-the-art vocational training. The Northern Marianas College has been mandated by the CNMI Constitution and by public laws to provide this training. BUT HOW CAN IT? When funding for Vocational training is almost nothing, and the Vocational Training Institute has not been created, as described in P.L. 9-53, "The Higher Education Act of 1995." A House Resolution will jump-start our success.

#### TRAINING AREAS

#### **CONSTRUCTION TRADES**

To fundamentally train people in the art of the construction trades, i.e., carpentry, electrical, plumbing, masonry, in order to seek possible employment, to enrich one's life with self-reliant knowledge, and to provide transferable, hands-on skills in the field of construction.

## **COMPUTER & ELECTRONIC TRADES**

To train people in the various areas of computer and electronic occupations, e.g., software applications, hardware maintenance and repair, networking, computer design and management, electronic background knowledge, maintenance and repair, and chip/component manufacturing. In addition, the immersion of students into the modern world of cyberspace, via virtual reality, whereby students can learn various occupations in a virtual world of computer-driven scenarios.

page two

## **AUTOMOTIVE SERVICE**

To fundamentally train people in the art of the automotive service trades, i.e., basic tune-up and repair, light to heavy mechanics, small engine and boat engine maintenance and repair, etc., in order to seek possible employment, to enrich one's life with self-reliant knowledge, and to provide transferable, hands-on skills in the field of automotive services.

### FILM & TV PRODUCTION AND POST PRODUCTION

To train people in the exciting arena of audio/visual---film & TV production and post production. The student will become "professional" in an environment that is "Hollywood in the CNMI." There will be an overview of the multi-media arts, directing--writing-acting courses, audio & video production and post production. music recording, live TV production, film-making in the CNMI and abroad. The opportunities are many, and NMC Vocational Institute will deliver the right training for the righteous people of the CNMI.

## OPEN AREAS OF SPECIALIZED TRAINING

To keep our program current and adaptable, the NMC Vocational Institute will always entertain new areas of training scenarios.

#### ANNUAL BUDGET REQUEST

25% of the fees collected by virtue of P.L. 5-32, as amended by P.L. 10-66. This will sustain a viable and do-able program, which will provide real world working & training environments. A generous portion of the budgetary money will also be used to aid our residents in tuition and fees.

Dr. Jack Angello

Submitted by

NMC Director of Vocational Education

March 18, 2002

Case 1:03-cv-00014 Document 119-13

Filed 12/21/2005

From:

Polly Deleon Guerrero

Sent:

Thursday, April 11, 2002 4:34 PM

To: Subject: (1) Saipan Campus; (2) Tinian Campus; (3) Rota Campus

RÉVISED: VA#02-021

# REVISED

#### VACANCY ANNOUNCEMENT

Announcement No. 02-021

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation or family relationship. The College is an Equal Opportunity Employer.

> **POSITION TITLE:** Pay Level & Step:

PRESIDENT Ungraded

Annual Salary:

\$80,000.00 Location: As Terlaie Campus, Saipan

Opening Date: 4/11/02 Closing Date: 5/10/02

Nature of the Position:

The President is the chief executive officer of the Northern Marianas College, and in this capacity is charged with full administrative responsibility for the College. The Board of Regents judiciously recognizes and supports the President as the major line of communication between the Board and the internal and external College community. In this capacity as the Board's Liaison, the President informs the Board of such communications, and is guided by the policies, general directions, and financial guidelines established by the Board.

11. The President's fundamental responsibility is to develop and maintain an institution that fulfills the mission and achieves the goals of the Northern Marianas College in accordance with the Mission Statement set forth in Article XV of the CNMI Constitution and in accordance with the Postsecondary Education Act of 1984, as amended, and in the Postsecondary Education Amendment Acts of 1992 and 1995. This implies a commitment to the philosophy of a comprehensive community college and an understanding that the President's energies must be directed towards the realization of such.

111. The President is an educational leader of the Commonwealth, and as such represents the College in the community. The President recommends policies to the Board, and is authorized by the Board to exercise broad discretionary powers according to the policies, goals, and general directions established by the Board for the College.

**Duties and Responsibilities:** 

1) Being responsible for the organization and administration of the College and for the coordination of its entire instructional program;

Providing direction and leadership in the development and implementation of a research, planning, and evaluation system to assure institutional effectiveness and that the results of such activity will be used for institutional improvement and the establishment of priorities;

Ensuring that various entities of the College have a substantive and clearly-defined role in institutional

governance; Overseeing institutional adherence to the Standards of the Accrediting Commission so as to assure continuing accreditation of the College;

Recommending to the Board new and revised policies and establishing administrative procedures for

**Board operations** 

2. Finance and procurement

3. **Educational programs** 

4. Human resources

5. Student services

Administrative services

Developing an effective program of staff evaluation and improvement;

Preparing a budget in line with the needs of the College, and approving expenditure of funds appropriated to the College by the federal or Commonwealth government or donated to the College by any other entity;

Page 1



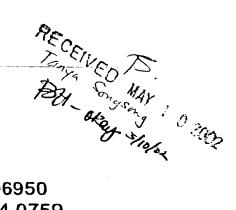
- 8) Guiding capital improvement activities and ensuring safe and adequate facilities and grounds in order to maintain a quality learning environment;
- Representing the College to the community and maintaining an adequate public information service;
- 10) Maintaining open and adequate channels of communication with the internal and external College community:
- 11) Entering into contracts, cooperative agreements, and such other transactions as may be helpful to conduct the business of the College:
- 12) Appointing and terminating staff and faculty consistent with applicable Human Resources rules and regulations;
- 13) Accepting gifts, grants, donations, bequests, or other contributions on behalf of the Board and depositing the same in a College Trust Fund for the exclusive use and expenditure of the College, as approved by the Board:
- 14) Formulating reports required by local and federal agencies;
- 15) Approving regulations and activities of groups and organizations functioning within the College; and
- 16) Subject to prior review and approval by the Board, establishing respective faculties and staff for the various departments and other divisions of the College, approving their programs and courses of studies, and modifying or disestablishing the same as the President may deem most appropriate to carry out the policies, goals, and general directions established by the Board for the College.

#### Minimum Qualifications:

Masters degree in Education, Business, or Public Administration or related field from U.S. recognized institution; plus five (5) years of progressively responsible education administration experience preferably in a community college or similar higher education and five (5) years of post secondary teaching experience.

#### How to Apply:

Employment application forms are available at the Human Resources Office of the College. To be submitted to the HR Office together with official school transcripts, copy of diploma or certificates, police clearance and a copy of a valid passport no later than the closing date of the Announcement.





## Northern Marianas College Office of Human Resources P.O. Box 501250 CK, Saipan, MP 96950 Phone: (670)234-5498 Fax: (670)234-0759

A DARK BALLPOINT PEN. ANSWER ALL Q	RTIFICATION AT THE END OF THIS E OR PRINT ALL ANSWERS CLEARLY WITH UESTIONS FULLY AND ACCURATELY. FILL N MARIANAS COLLEGE HUMAN RESOURCES	DO NOT WRITE IN THIS SPAC
1. POSITION YOU ARE APPLYING FOR	2. ANNOUNCEMENT#	
PRESIDENT	02-021	
3. OTHER POSITIONS WHICH YOU ARE IN	NTERESTED IN APPLYING FOR	
Dean of Continuing Educa	tion	
4. NAME (Last, First, Middle)		
Angello, John (Jack)	Anthony	
5. MAILING ADDRESS		
P.O. Box 501149		
CITY STATE	ZIP CODE	6. PHONE NUMBERS HOME 235-8691
A Saipan MP	96950	WORK 234-3690
7. DO YOU HAVE LEGAL RIGHT TO BE EMPL	OYED IN THE CNMI OR U.S.?	8. PERSON ABLE TO CONTACT YO
XX YES	□ no	(Name, Address, Phone Number) Len Angello
9. LIST THE LANGUAGES YOU KNOW:		Saipan MP
SPEAK READ	WRITE UNDERSTAND	235-8691
ENGLISH Ø	Ø Ø	•
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10. WITHIN THE LAST FIVE YEARS HAVE YOU	U:	11. SPACE FOR ANSWER:
b) QUIT A JOB TO AVOID BEING FIRED? YES	es O No OF es O No Q es O No Q	
If you have answered "yes" to any of these questing.  12. LOWEST PAY YOU WILL ACCEPT:	ions, please explain in box 11 → →	13. WHEN YOU WILL BE AVAILAE
\$ 80,000 per ani	num	DI AINTIFES

May 10, 2002

NMC Board of Regents NMC Human Resources P.O. Box 501250 Saipan MP 96950

Re: Letter of Relevant Experience (NMC 02-021 President)

Dear BOR/NMC HR:

The following experience is listed to comply with the above referenced NMC Vacancy Announcement #02-021:

## **Educational Administration**

- 1. 1989 Vice Principal at Marianas High School
- 2. 1990-92 Principal at Tinian High School
- 3. 1993-96 Doctorate Program in Instructional
  Technology and Administration (Secondary
  and Post Secondary Projects)
- 4. 1997-98 NMC Chairman of Academic Council
- 5. 1996-02 Director of Apprenticeship Trades, Director & Chairman of Vocational Education 1997/98: Acting Dean of Continuing Education for two substitute sessions (NMC)

# Post Secondary Instruction

- 1. 1982 Cooperative Education Instructor
  Oregon State University & CNMI Governor's
  Office
- 2. 1988 Instructional Technology Lab Assistant Instructor at San Jose State University
- 3. 1990-92 NMC Instructor at Tinian Campus

page two

- 4. 1998-00 NMC Instructor at Adult School
- 5. 1998-99 NMC & University of Guam Instructor
- 6. 2000-02 NMC Co-Instructor/Counselor DYS/DOC/ADI
- 7. 1996-02 NMC Counselor in Vocational Education
- 8. 1990-02 United States Coast Guard Auxiliary Public Education Officer and 1989 Vice Flotilla Commander
- 9. NOTE: Five (5) years of secondary teaching in California and the CNMI. 1970-72/1986-89

I have had an extensive career in educational instructional and administrative experience, which has been enhanced by the several traditional & innovative programs that I have planned and implemented at NMC, e.g., NMC/PSS 2+2 Program, NMC Adult School, NMC/DOC Program, NMC/DYS Program, NMC/ADI Program, and the NMC/PRA Film & TV Program.

Sincerely

Dr. John Jack Angello

P.O. Box 501149

Saipan, MP 96950

15 May 2002

**MEMORANDUM** 

FROM:

Vince Merfalen, Special Assistant, BOR Affairs

TO:

Dr. Jack Angello

Subject:

Grievance

The grievance letter, dated 6/20/01, that you sent to the NMC President is hereby returned to you.

A review of the BOR files and records indicate that no action on this matter has been officially raised to the level of the BOR. In a prior meeting with former NMC President, Jack Sablan, he stated that the matter was to be settled at the Dean's level.

If you feel this is in error, please visit the Director of Human Resources for guidance on the grievance process.





## NORTHERN MARIANAS COLLEGE

P.O. Box 501250, Saipan, MP 96950 World Wide Web Site: www.nmcnet.edu Telephone: (670) 234-3690 • Fax: (670) 234-0759

May 29, 2002

Ms. Kimberlyn King-Hines Chair, President Search Committee NMC Board of Regents Northern Marianas College As Terlaje Campus Saipan, MP 96950

Dear Regent King-Hinds:

I write to transmit copies of the application packages for the President position which closed on May 10, 2002. Copies of the seven application packages are enclosed for each of the Board of Regent members on the Search Committee.

Numerous inquiries were received and HRO responded in providing direction and information. Eighteen (18) application packages were received or post-dated within the announcement period. Based on HRO's preliminary review of applicants' qualifications against minimum qualification requirements stipulated in the vacancy announcement, seven (7) candidates met these requirements. Their names are alphabetically listed below for your further review and selection purposes:

- 1. Larry Griffin
- 2. James Mason
- 3. Barbara Moir
- 4. Chigbo Ofong
- 5. Billy Potter
- 6. Mark Schulman
- 7. Kenneth Wright

Copies of the local vacancy announcement as well as the abbreviated ad for the Chronicle of Higher Education are enclosed for your information.

I wish you the best in your deliberations. If you have any questions or need further assistance from HRO please let me know.

Sincerely,

Kohne K. Ramon

Director, Human Resources Office

Cc: members of the President Search Committee w/ package





Rowel 6/4/02

Northern Marianas College Office of Human Resources P.O. Box 501250 Saipan, MP 96950 (670) 234-5498 Fax: (670) 234-0759

Email: HRO@nmcnet.edu
Website: <a href="http://www.nmcnet.edu">http://www.nmcnet.edu</a>

May 30, 2002

Dr. Jack Angello Northern Marianas College – Saipan Campus Division of Continuing Education

Dear Dr. Angello,

Thank you for your application for the position of Dean, Continuing Education for NMC's Division of Continuing Education (VA#02-023).

After a review of your credentials relative to the requirements of the position, we are sorry that you did not make the eligibility list. The position specifically states that a minimum requirement of three (3) years of postsecondary teaching is required.

However, we encourage prospective employees to continue looking out for vacancies on our website and inform our office of specific positions in which you are interested.

Your application will be kept in our active files for consideration for future vacancies for which you may qualify.

Sincerely,

Kohne K. Ramon

Director, Human Resources

# NORTHERN MARIANAS COLLEGE **DIVISION OF INSTRUCTION**

6/3/02

TO:

**HUMAN RESOURCES OFFICE** 

FROM:

VOCATIONAL EDUCATION INSTRUCTOR

SUBJ: \*\* STATEMENT FOR DR. JACK ANGELLO

This memo is written for Dr. Jack Angello, Director of Vocational Education, who acts as both a counselor and co-instructor for our special programs, involving prisoners, youth offenders, and adult (high) school students. We do our own counseling in Vocational Education, and Dr. Angello and myself handle all our at-risk programs, which require constant instructional teamwork and two-way cooperation.

Since February of 2000, Dr. Angello has traveled extensively to off-campus sessions and has also been on-campus for counseling and instructing of our at-risk students. Our vocational "training" programs require both hands-on knowledge and job knowledge skills. Dr. Angello spends numerous hours in the instruction of job attitude, job performance and extra matters concerning the unique situations of our prisoners, youth offenders and adult students. Since February, 2000 we have had an average of two 6-credit classes per semester, plus special project classes, and Dr. Angello's contributions to the instruction of the classes have been very valuable.

Submitted by:

Vocational Education Instructor



Filed 12/21/2005

# NORTHERN MARIANAS COLLEGE **DIVISION OF INSTRUCTION** 6/3/02

TO:

**HUMAN RESOURCES OFFICE** 

FROM:

DIRECTOR OF VOCATIONAL EDUCATION

SUBJ:

3/9/01 GRIEVANCE

Please be advised of the following:

- BOR Special Assistant memo dated 5/15/02, which 1. directs me to seek guidance from your office regarding the adjudication of my 3/9/01 (cited as 6/20/01) grievance involving then Vice President Barbara Moir.
- 2. My 7/9/01 memo, which is in response to HRO's request for information detailed in HRO's e-mail 7/2/01. This same e-mail verifying that the above-mentioned grievance is at Step "C" of BOR HR 4360.

Concerning the above correspondence, there is an erroneous statement by the former President Jack Sablan in the BOR memo of 5/15/02, i.e., "...he (Sablan) stated that the matter was to be settled at the Dean's level." As clearly stated by the HRO e-mail of 7/2/01, this matter was, and still is, at the "C" step of BOR HR 4360, which says: "The President is to consult with the employee..."

Currently, the object of the grievance, Barbara Moir, is the Interim President, and this presents a conflict of interest. Moreover, it is still a conflict of interest if the next step is instituted, since the NMC President picks the Employee Appeals Committee.

Therefore, I officially request that HRO notify the Board of Regents that this grievance needs a hearing before the combined BOR and NMC hearing committee, which is selected by the BOR's



page two

Chairperson of the Personnel Committee. Furthermore, it is fitting that the Board of Regents hear this matter, since they have direct supervision of the Interim President and her actions.

In a somewhat related matter, it has also come to my attention that a new Dean of Continuing Education has been selected. I find this interesting since I officially applied for the vacant position of Dean of Continuing Education in a timely manner and, subsequently, I was determined not qualified---lacking three years of post secondary teaching---when I was qualified in 1997 (see attached 10/6/97 Eligibility List for VPI). Furthermore, after review of my personnel file, there are no document prior to 1995 (application papers, personnel information, etc.) Please advise.

Dr. Jack Angello

attachments

cc: BOR Regent Kimberly K. Hinds

**BOR Special Assistant**